

2013–2014 Verification Worksheet

Income

Dependent Student (V1, V5)

Your 2013–2014 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. The law says that before awarding Federal Student Aid, the school may ask you to confirm the information you and your parents reported on your FAFSA. To verify that you provided correct information the financial aid administrator will compare your FAFSA with the information on this worksheet and with any other required documents. If there are differences, your FAFSA information may need to be corrected. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the school. The school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

A. Dependent Student's Information

Student's Last Name

Student's First Name

Student's M.I.

Student's Social Security
Number

B. Dependent Student's Income Information to Be Verified

1. **TAX RETURN FILERS - Important Note:** If you, the student, filed or will file an amended 2012 IRS tax return, you must contact the financial aid administrator at your school before completing this section.

Instructions: Complete this section if you, the student, filed or will file a 2012 income tax return with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If you have not already used the tool, go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer your 2012 IRS income tax information into the student income section of the FAFSA. It takes up to 2 weeks for IRS income information to be available for electronic IRS tax return filers, and up to 8 weeks for paper IRS tax return filers. If you need more information about when, or how to use the IRS Data Retrieval Tool see your financial aid administrator. If unable to use the IRS Data Retrieval Tool, then you will need to make an IRS tax return transcript available to your school. To obtain an IRS tax return transcript either (1) complete a Tax Return Transcript Request Form (provided by your school), (2) go to www.IRS.gov and click on the "Order a Return or Account Transcript" link, or (3) call 1-800-908-9946. Make sure to request the "IRS tax return transcript" and not the "IRS tax account transcript." You will need your Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when your 2012 IRS tax return was filed).*

Check the box that applies:

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You, the student, have used the IRS Data Retrieval Tool in FAFSA on the Web to retrieve and transfer 2012 IRS income information into your FAFSA, either on the initial FAFSA or when making a correction to the FAFSA.

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You, the student, have not yet used the IRS Data Retrieval Tool in FAFSA on the Web, but intend to use the tool to retrieve and transfer 2012 IRS income information into your FAFSA once you have filed a 2012 IRS tax return and it is available for download.

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You, the student, are unable or choose not to use the IRS Data Retrieval Tool in FAFSA on the Web, and will make available to the school a **2012 IRS tax return transcript** - not a photocopy of the income tax return.

Student's Name: _____ SSN: _____

2. **TAX RETURN NONFILERS** - Complete this section if you, the student, will not file and are not required to file a 2012 income tax return with the IRS.

Check the box that applies:

- ☐ You, the student, were not employed and had no income earned from work in 2012.
- ☐ You, the student, were employed in 2012 and you have listed below the names of all your employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is attached. *You must attach a copy of all 2012 IRS W-2 forms issued to you by employers or give a valid reason why a W-2 is not available. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with your name and Social Security Number at the top.*

Employer's Name	2012 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00(example)</i>	<i>Yes(example)</i>

C. Parent's Income Information to Be Verified - Note: If two parents were reported in the household on the FAFSA, the instructions and certifications below refer and apply to both parents.

1. **TAX RETURN FILERS - Important Note:** If your parent(s) filed, or will file, an amended 2012 IRS tax return the school's financial aid administrator must be contacted before completing this section.

Instructions: Your parent(s) must complete this section if a 2012 income tax return was filed or will be filed with the IRS. *The best way to verify income is by using the IRS Data Retrieval Tool that is part of FAFSA on the Web. If your parent(s) have not already used the tool, you and your parent should go to FAFSA.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section of the form. From there, follow the instructions to determine if your parent(s) is eligible to use the IRS Data Retrieval Tool to transfer 2012 IRS income tax information into the parent section of your FAFSA. It takes up to 2 weeks for IRS income information to be available for electronic IRS tax return filers, and up to 8 weeks for paper IRS tax return filers. If you need more information about whether or how to use the IRS Data Retrieval Tool see the school's financial aid administrator. If unable to use the IRS Data Retrieval Tool, then your parent(s) will need to make an IRS tax return transcript available. To obtain an IRS tax return transcript either (1) complete a Tax Return Transcript Request Form (provided by your school), (2) go to www.irs.gov and click on the "Order a Return or Account Transcript" link, or (3) call 1-800-908-9946. Make sure you order the "IRS tax return transcript" and not the "IRS tax account transcript." Your parent(s) will need his or her Social Security Number, date of birth, and the address on file with the IRS (normally this is the address used when the 2012 IRS tax return was filed). If your parents are married and filed separate 2012 tax returns, a 2012 IRS tax return transcript must be made available for each parent.*

Check the box that applies:

- ☐ You, the parent(s), have used the IRS Data Retrieval Tool in FAFSA on the Web to transfer 2012 IRS income information into the student's FAFSA.
- ☐ You, the parent(s) have not yet used the IRS Data Retrieval Tool, but intend to use the tool to transfer 2012 IRS income information to the student's FAFSA once the IRS tax return has been filed and is available for download.
- ☐ You, the parent(s) are unable or choose not to use the IRS Data Retrieval Tool, and will make available to the school a copy of the **2012 IRS tax return transcript(s)** - not a photo copy of the income tax return(s).

Student's Name: _____ SSN: _____

2. **TAX RETURN NONFILERS** - Your parent(s) must complete this section if not filing a 2012 tax return and not required to file a 2012 income tax return with the IRS.

Check the box that applies:

- ☐ You, the parent(s), were not employed and had no income earned from work in 2012.
- ☐ You, the parent(s) were employed in 2012 and have listed below the names of all employers, the amount earned from each employer in 2012, and whether an IRS W-2 form is attached. *You must attach a copy of all 2012 IRS W-2 forms issued to you by employers or give a valid reason why a W-2 is not available. List every employer even if they did not issue an IRS W-2 form. If more space is needed, attach a separate page with the student's name and Social Security Number at the top.*

Employer's Name	2012 Amount Earned	IRS W-2 Attached?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

D. Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct.
The student and one parent must sign and date.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student's Signature

Date

Parent's Signature

Date

Submit this worksheet to the financial aid administrator at your school.